SAN FRANCISCO PUBLIC LIBRARY
3 1223 06964 1844

LIBRARY COMMISSION MINUTES
NOVEMBER 3, 1992

he regular monthly meeting of the San Francisco Public ibrary Commission was held Tuesday, November 3, 1992, n the Lurie Room, Main Library.

I. Call to Order

was called to order at 4:35 P.M. by oulter.

5/S

ancisco Public Library

nment Information Center
rancisco Public Library
arkin Street, 5th Floor
rancisco, CA 94102

ERENCE BOOK

e taken from the Library

ng Commissioners were noted present: oulter, Commissioners Carlson, Gee, Herlihy, senberg. Commissioner Swig was excused

Minutes

d by Commissioner Gee and unanimously at the minutes of the October 6, 1992, meeting be approved.

endar

d by Commissioner Carlson and unanimously at Resolution #1609, temporary exempt and ervice appointments and separations for 2, be adopted. (Resolution #1609 attached)

Report

A. Schedule of Commission and Committee Meetings: President Coulter stated that the Commission usually follows the list of scheduled meetings, but meeting dates and times are subject to change.

B. Committee Assignments: Held for discussion until Commission meeting of December 1, 1992.

D
REF
027.4
Sa523m
Nov. 3.
1992

LIBRARY COMMISSION MINUTES
NOVEMBER 3, 1992

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, November 3, 1992, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 P.M. by President Coulter.

II. Roll Call

The following Commissioners were noted present: President Coulter, Commissioners Carlson, Gee, Herlihy, Kopp and Rosenberg. Commissioner Swig was excused

III. Approval of Minutes

It was moved by Commissioner Gee and unanimously approved that the minutes of the October 6, 1992, Commission meeting be approved.

IV. Consent Calendar

It was moved by Commissioner Carlson and unanimously approved that Resolution #1609, temporary exempt and non-Civil Service appointments and separations for August, 1992, be adopted. (Resolution #1609 attached)

V. President's Report

A. **Schedule of Commission and Committee Meetings:** President Coulter stated that the Commission usually follows the list of scheduled meetings, but meeting dates and times are subject to change.

B. **Committee Assignments:** Held for discussion until Commission meeting of December 1, 1992.

VI. City Librarian's Report

A. Survey of Library Hours: The Survey Committee is conducting a field test study of library service hours. The final survey will be completed in late January or early February.

Commissioner Rosenberg questioned if consideration would be given to the individual librarians in determining what hours of service were best for their surrounding neighborhood. Hope Hayes, Acting City Librarian, stated librarian input would be considered along with community input, taking into account the library's financial state. The survey's intent is to reach users and non-users. Hope Hayes said the "Survey of Library Hours" will be brought before the Commission for distribution.

Commissioner Herlihy requested that the Commission consider opening the Presido Branch on Wednesdays at 3:00 PM instead of 4:00 PM. Commissioner Herlihy stated that through discussions with librarians and observations of other branches, many children proceed to the library from school later to be picked up at 6:00 PM by their parents. For any family that looks to the library as a safe place for their child between school ending and parents getting off work, Commissioner Herlihy requested that the Presido Branch open one hour earlier on Wednesday. Neel Parikh, Chief of Branches, stated that the Presido Branch is a Reading Center open 4 to 5 hours every day from 4:00 PM to 9:00 PM at the request of the community through a neighborhood survey, and that recent use statistics show that the reading center hours need to be adjusted from 4:00 PM to 3:00 PM. Ms. Parikh indicated the hours will be adjusted once the "Survey of Library Hours" is completed.

Ms. Parikh added that the survey of library hours originated when Commissioner Dale Carlson and she attended neighborhood meetings where concerns to have library hours adjusted to meet the needs of the neighborhood were expressed. Neel Parikh stated that sometimes the hours the neighborhood suggests were not the hours traditionally found to be busy by librarians. Generally, the library has set hours based on what librarians know as heavy hours as well as staffing needs throughout the system. The survey serves as a way of formalizing

Digitized by the Internet Archive
in 2014

https://archive.org/details/minutesofregular3199sanf

input and getting a different perspective of what neighborhoods want.

B. **Fiscal Year 1993-94 Budget:**
Hope Hayes reported that the Mayors's Office sent out budget instructions and the City anticipates a possible FY 1993/94 deficit between $150 million to $200 million. The library must put together a baseline budget based on the reductions the library has already received.

C. **Update on Branch Library Renovation Project:**
Neel Parikh stated that the library staff have identified a site for the Chinatown Branch, the Panzini building at 170 Columbus Avenue. Discussion with the owners is underway as the library tries to secure funding. The Chinatown Branch will close around the beginning of June. The original plan was to fund the Chinatown Branch site through the FY 1993/94 budget, but with the anticipated deficit, other funding sources are being sought. Further discussion regarding renovation was deferred to the November 24, 1992, Finance and Operations Committee meeting.

D. **Bookmobile:**
Gloria Hanson, Assistant Chief of Branches, stated the new bookmobile, funded by The Friends Of The San Francisco Public Library, will be inaugurated on Tuesday, November 10, 1992, at 10:00 A.M. The Friends Of The San Francisco Public Library published and distributed a newsletter on the new bookmobile and notified the news media

VII. Finance and Operations Committee Report

A. **Approval of Supplemental Appropriation for FY 1992/93 of $160,000 to Restore Sunday Hours in the Main Library and the Jail Project by December 1, 1992:**
It was moved by Commissioner Herlihy and unanimously approved to restore the Jail Project and Sunday hours in the Main Library by December 1, 1992. Hope Hayes, stated the funds can only be used as designated by the Board of Supervisors, for Sunday hours and the Jail Project. Of the $160,000, $30,000 is for the Jail Project which encompasses one part-time librarian and one library page. The library staff provides books for the prisoners but, due to a lack of increased funding, only one-half of the City Jail population and one-half of the San Bruno Jail population can

receive library services. Commissioner Herlihy volunteered to participate in meetings with Sheriff Michael Hennessey to discuss the Jail Project funding efforts. Hope Hayes stated staffing the Sunday hours is still in the planning process.

B. **Strategy for Implementation of Furlough Programs:** At Commissioner James Herlihy's request, this item was referred back to the Finance and Operations Committee for further study.

C. **Resolution #1610:**
It was moved by Commissioner Herlihy and unanimously approved to strike the words IN OBSERVANCE OF THE THANKSGIVING HOLIDAY and have Resolution #1610 read as follows: RESOLVED, That the Library Commission does hereby adjust branch open hours on Wednesday, November 25, 1992, from 10:00 AM to 6:00 PM, Thanksgiving Eve.

Commissioner Herlihy stated that the reasons for closure were that on Thanksgiving Eve few people used the library between 6:00 PM and 9:00 PM and that closure reduces salary expense.

D. It was moved by Commissioner Herlihy and unanimously approved that the supplemental appropriation of $7 million of interest derived from the 1988 Library Improvement Bond for the new Main Library project be approved.

E. **Resolution #1611:** It was moved by Commissioner Gee and unanimously approved to accept a gift of $9,614,568 from the Library Foundation of San Francisco to fund building enhancements for the new Main Library. **(Resolution #1611 attached)**

F. At the request of Hope Hayes, the Library Commission appointment to the Civil Service Orientation on Performance Appraisals was referred back to the Finance and Operations Committee.

VIII. Planning Committee

No report

IX. Librarian's Guild

No report

X. New Business

Commissioner Rosenberg commended David Schwabe and Joan Lefkowitz for their service involvement with the Ballot Reader Program for the Blind, along with the production of an Audio newsletter.

XI. Public Comment

None

There being no further business to conduct, the November 3, 1992, regular commission meeting was adjourned at 5:23 PM.

The next regular meeting of the San Francisco Public Library Commission will be held on Tuesday, December 1, 1992, at 4:30 PM, in the Lurie Room, Main Library.

Donna Marion

Donna Marion
Assistant to the Library Commission

11/24/92:dm

Resolution #1609

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1992. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER 1992.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1992 be approved:

3602 Library Page

Berger, Chaska
Chu, Thomas
Hui, Jenny
Markosian, Adam

AND FURTHER, That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Hendricks, Carolyn
Irizarry, Teresa
Lane, Kerry
Manischewitz, Rachel

Resolution #1611

[ACCEPTANCE OF A GIFT]

ACCEPTING A GIFT TO THE SAN FRANCISCO PUBLIC LIBRARY IN THE AMOUNT OF $9,614,568 TO FUND BUILDING ENHNACEMENTS FOR NEW MAIN LIBRARY.

WHEREAS, A new main library will be constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds approved by the voters in 1988; and,

WHEREAS, The Libray Foundation of San Francisco has agreed to fund certain building enhancements to the new main library; now, therefore be it

RESOLVED, That the Library Commission does hereby accept funds in the amount of $9,614,568 to fund these enhancements; and be it

FURTHER RESOLVED, That the Library Commission hereby expresses its gratitude to the Library Foundation of San Francisco for its generosity.

ity and County of San Francisco

Department of Public Works
Bureau of Architecture

MEMO TO: Steven Coulter
President, Public Library Commission

FROM: Norman Karasick
City Architect
Bureau of Architecture
Department of Public Works

THROUGH: Kenneth Dowlin
City Librarian

Dale Carlson
Chairman
Library Commission Finance Committee

DATE: October 20, 1992

RE: SUPPLEMENTAL APPROPRIATION FOR CONSTRUCTION OF AND CONSTRUCTION CONTINGENCY FOR THE NEW SAN FRANCISCO MAIN LIBRARY FROM LIBRARY IMPROVEMENT BOND FUNDS INTEREST EARNINGS

The Department of Public Works requests a supplemental appropriation in the amount of $7,000,000 from interest earned to date and future interest earnings from the Library bond issues.

This request will be allocated as follows:

Main Library

1.	Construction Phase of the Bond Program	$1,000,000
2.	Construction Contingency	6,000,000
	Total	$7,000,000

We appreciate your consideration and approval of this supplemental appropriation request.

RA:yc

cc: Kathy Page
Robert T. Cockburn
Russ Abel
James Cheng
Woodrow Jones
Andrew Stelman
Ray Fong
30Van Ness
Ref: RA003